

ANNUAL APARTMENT INSPECTION CHECKLIST

Apt. # _____

Head of Household: _____

Entrance Door – Fire Door	N/A	Pass	Fail	Notes:
Entrance door must self-close and latch, must catch striker plate				
Door - any holes/splits/cracks found in door must be filled				
Ensure door knocker is secure				
Door frame, threshold or trim must not be damaged				
Door function must not be impeded by insulation devices or hangers				
Hallway Entrance	N/A	Pass	Fail	Notes:
Check for water marks and/or holes on ceiling and walls				
No missing or loose cove base				
Closet doors must operate properly				
Check that all lights are working and that covers are without defects				
Kitchen	N/A	Pass	Fail	Notes:
Check for water marks and/or holes on ceiling and walls				
No missing or loose cove base				
Flooring substrate exposed				
Check that all lights are working and that covers are without defects				
Check to ensure all burners on stove top work and that oven works				
Make sure grease is not accumulating in stove top drip pans				
No aluminum foil used to cover drip pans on stove top/no foil or flammable items stored in oven				
Exhaust fan works/range hood light works/cover and filters are present				
No loose or missing stove knobs/Anti-Tip device installed & engaged				
All upper and lower cabinets and not damaged and doors are secure				
GFCI's will test and reset				
Refrigerator and freezer seals are good, no damaged components				
Accessible Unit has kitchen sink drain insulated				
Sink faucet supplies hot and cold water				
Sink has no leaks and drains properly				
Sink spray attachment works properly				
Living room	N/A	Pass	Fail	Notes:
Check for water marks and/or holes on ceiling and walls				
No missing or loose cove base				
Make sure light switches have covers and work properly				
Ensure cover plates are not broken, have no voids or missing screws				
Check light bulbs are covered and working				
Check window for cracks/holes in window screen				
Check window seal is good/opens/closes/locks and is not obstructed				
Check HVAC heat/air and filter				
Ensure there are no flammable items within 3 feet of HVAC				

Bedroom(s)

- Check for water marks and/or holes on ceiling and walls
- Check for missing or loose cove base
- Check that all lights are working and that covers are without defects
- Make sure light switches have covers and work properly
- Make sure lights are secure to ceiling or wall
- Call for AID not blocked/pull cord is no higher than 4 inches from floor
- Check closet light bulbs are covered and working
- Check receptacles covers not cracked, no voids and no missing screws
- Window – make sure there is no obstructed means of egress
- Check window for cracks/holes in window screen
- Check window seal is good/opens and stays open/closes/locks and is not obstructed
- Door - Any holes/splits/cracks found in door must be filled
- Check that closet doors latch

N/A	Pass	Fail	Notes:

Bathroom

- Check towel rack
- Check toilet paper holder
- Toilet is secure at base, flushes and fills appropriately
- Check light switch and cover plate
- Check that all lights are working and that covers are without defects GFCI tests and resets and cover plates are not damaged
- Sink faucet supplies hot and cold water
- Check for leaks under sink
- Check that the sink holds water
- Check sink caulking
- Check that the bathtub holds water
- Check that diverter puts water to shower head
- Additional heater works appropriately
- Check for cracked floor tile or exposed substrate
- Check cove base
- Check for water marks and/or holes on ceiling and walls
- Door - Any holes/splits/cracks found in door must be filled
- Call for AID not blocked/pull cord is no higher than 4 inches from floor
- Accessible Unit must have bathroom sink drain insulated

N/A	Pass	Fail	Notes:

Closets

- Check cove base
- Check water marks and/or holes on ceiling and walls
- Check that light works, has covering without cracks and is secure
- Check that light has nothing within 12 inches

N/A	Pass	Fail	Notes:

<u>Breaker Box</u>	N/A	Pass	Fail	Notes:
Check to ensure that all voids are covered by blanks				
Nothing should be obstructing the door/door latches				
Check any GFCI breakers to ensure they operate and reset				
<u>Emergency Pull Cords</u>	N/A	Pass	Fail	Notes:
Must be hanging straight down within one inch of floor				
Check panel to ensure each pull cord sets off light				
<u>Other</u>	N/A	Pass	Fail	Notes:
Smoke and CO Detectors – Working and not obstructed				
Mold and/or Mildew – Check for presence				
Moisture – check for elevated level				
Sprinkler Heads/Escutheons – Check for dirt/paint/cobwebs and nothing located within 18 inches of the head				
Extermination – is there evidence of cockroaches or bedbugs				
Extermination – is there evidence of mice, rats or other pests				
Trip Hazard – on a walking surface				
Water Heater – working, no leaks, discharge piping is 2-6 inches from floor				

	<u>Other Issues:</u>

Mandatory Work Order for AR's must include:

- Prime water heater trap
- Clean refrigerator evaporator pan
- Cleaning of PTAC filters, coils, drain, trail, and sleeve
- Sprinkler heads and eschuteons
- Clean windows, lubricate all lock mechanisms and window balances
- Lubricate all door hardware and check for loose or rusted screws

Housing Manager's Signature

Tenant's Signature

Date

Date

Tenant's Signature

Date